

GARDEN CITY
COMMUNITY COLLEGE



**DUAL CREDIT
STUDENT GUIDE
2024-2025**

24-25 OUTREACH SITE INFORMATION

DEERFIELD - USD 216

803 Beech Deerfield, KS 67838

Jennifer Wieberg - Coordinator 620-426-2322 jennifer.wieberg@usd216.org
 Tim Parker - Principal 620-426-8516 tim.parker@usd216.org
 Crystal Steinmetz - Superintendent 620-426-8515 crystal.steinmetz@usd216.org

DIGHTON - USD 482

PO Box 878 200 S Wichita Dighton, KS 67839

Cyrus Haynes - Coordinator 620-397-5333 haynesc@usd482.org
 Matt Hendricks - Principal 620-397-5333 mhendricks@usd482.org
 Matt Hendricks - Superintendent 620-397-2835 mhendricks@usd482.org

GARDEN CITY - USD 457

1205 Fleming Garden City, KS 67846

Ryan Meng - Coordinator/Principal 620-805-5424 rmeng@gckschools.com
 Emily Hamlin DeLoach - Counselor 620-805-5461 ehamlin@gckschools.com
 Dr. Mike Dominguez - Superintendent 620-805-7010 mdominguez1@gckschools.com

HOLCOMB - USD 363

PO Box 8 600 N Jones Holcomb, KS 67851

Melanie Gifford- Coordinator 620-277-2063 melanie.gifford@usd363.com
 Jerry Johnson - Principal 620-277-2063 jerry.johnson@usd363.com
 Dr. Scott Myers - Superintendent 620-277-2629 scott.myers@usd363.com

LAKIN - USD 215

1003 W Kingman Lakin, KS 67860

Jennifer Bachman-Coordinator 620-355-6411 jennifer.bachman@usd215.org
 Nate Schmidt - Principal 620-355-6411 nate.schmitt@usd215.org
 Clifford Williams - Superintendent 620-355-6761 clifford.williams@usd215.org

Leoti-WICHITA COUNTY - USD 467

PO Box 967 106 S Indian Rd Leoti, KS 67861

Sara Brown - Coordinator 620-375-2213 sarabrown@leoti.org
 Delbert Schmidt - Principal 620-375-2213 delbert.schmidt@leoti.org
 Lori Maxell - Superintendent 620-375-4677 lori.maxwell@leoti.org

SCOTT COUNTY - USD 466

712 S Main Scott City, KS 67871

Valarie Whipple - Coordinator 620-872-7620 vwhipple@usd466.org
 Aaron Dirks - Principal 620-872-7620 adirks@usd466.org
 Jamie Rumford - Superintendent 620-872-7600 jrumford@usd466.org

SYRACUSE - USD 494

PO Box 1187 502 N Main Syracuse, KS 67878

Elizabeth Thomeczek - Coordinator 620-384-7446 ethomeczek@usd494.net
 Josh Houston - Principal 620-384-7446 jhouston@usd494.net
 Paul Larkin - Superintendent 620-384-7872 plarkin@usd494.net

Tribune-GREELEY COUNTY - USD 200

400 W Lawrence Tribune, KS 67879

Brandy Clevenger - Coordinator 620-376-4265 brandyclevenger@tribuneschools.org
 Dale Wolgram - Principal 620-376-4265 dalewolgram@tribuneschools.org
 John Niehues - Superintendent 620-376-4211 johnniehues@tribuneschools.org

CHALLENGE ACT

The Kansas Challenge to Secondary School Students Act, K.S.A. 72-3220 through 72-3224, (Challenge Act) provides a means for school districts, in cooperation with eligible postsecondary institutions, to challenge high school students by procuring early college opportunities. https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_iii_coordination_of_institutions_2/chapter_iii_full_text#concurrent

The Challenge Act describes a student to mean a person who:

1. is enrolled in grades 10, 11, or 12 maintained by a school district, or a gifted child who is enrolled in any of the grades through 12 maintained by a school district.
2. has an individualized plan of study or an individualized education program.
3. has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary institutions.
4. has been authorized by the principal of the school attended to apply for enrollment at an eligible postsecondary educational institution.
5. is acceptable or has been accepted for enrollment at an eligible postsecondary educational institution as a degree-seeking or non-degree seeking student.

The purposes of the Challenge Act:

1. To reduce time-to-degree and lower costs. Students get an early start on their college education, thus potentially reducing the time required to complete a degree and lowering the costs borne by parents, students, and taxpayers.
2. To challenge high school students and promote college-level success. Students are provided a college-level learning experience by enhancing the amount, level, and diversity of learning in high school beyond traditional secondary curriculum.
3. To foster improved relationships between Kansas public postsecondary educational institutions and Kansas Secondary schools.

ACADEMIC CALENDAR

The academic calendar includes important dates for campus operation, including days when the College is closed. Also located on this page are important “Academic Dates” for each semester, including when drops dates, last date for refund, withdrawing, etc. The finals schedule can also be located here.

https://www.gcccks.edu/academics/academic_calendar.aspx

ADVISING

Advising of students who desire to enroll in dual credit courses will be carried out by both the high school as well as the Dual Credit Coordinator at GCCC.

Please refer to our Academic Catalog for details about GCCC, degree requirements, course descriptions, etc. [catalog22-24_04-13-23.pdf \(gcccks.edu\)](#)

SYSTEMWIDE TRANSFER

The Transfer Kansas portal houses all Systemwide Transfer (SWT) courses approved by the Kansas Board of Regents, for which faculty develop and update learning outcomes. SWT courses transfer to any Kansas public institution offering an equivalent course. The decision of lower division courses to count toward upper division credit hours is at the discretion of the receiving institution. [Transfer & Articulation \(kansasregents.org\)](#)

Please be advised that when considering courses at other institutions for purposes of transfer credit, certain courses may not be approved for transfer. A college must have some assurance that the course you completed meets their requirements. In the event it does not, you may be asked to repeat that course.

STUDENT RESPONSIBILITY

Students are held responsible for knowing all published academic policies and degree requirements. They are likewise held responsible for knowing the requirements concerning the specific degree they plan to take and any special requirements within the department. In addition, it is the student's responsibility to be informed regarding the policies as to the standard of work required for continued enrollment in Garden City Community College. The Registrar's Office should be consulted if additional information is needed.

Please see the [GCCC Student Handbook](#) for more student information.

VIRTUAL ORIENTATION

GCCC provides students an opportunity to participate in a virtual orientation. This provides students an abundance of information to assist in their success.

[Garden City Community College | Virtual Orientation \(gcccks.edu\)](#)

STUDENT RECORDS PRIVACY ACT PROCEDURES

Official records are released only with the student's knowledge and written consent in keeping with policies of the American Council on Education and the Family Educational Rights and Privacy Act of 1974 as amended, with the following exceptions:

- a. School officials within the educational institution who have legitimate educational interests;
- b. At the student's request, officials of schools at which the student intends to enroll;
- c. The Comptroller General of the United States, the U.S. Dept. of Education Secretary, the administrative head of the education agency or the educational authorities;
- d. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- e. If required by a state law requiring disclosure that was adopted before November 19, 1974;
- f. Organizations or educational agencies conducting legitimate research, providing no personally identifiable information about the student is made public;
- g. To parents of an eligible student who claim the student as a dependent; and proof of which has been provided by means of income tax returns;
- h. To comply with a judicial order or a lawfully issued subpoena;
- i. To appropriate parties in a health or safety emergency;
- j. Directory information designated by the educational institution:
 1. Name
 2. Address
 3. Telephone listing
 4. Date and place of birth
 5. Major field of study
 6. Classification
 7. Participation in officially recognized College activities
 8. Sports - weights and height of athletic team members
 9. Dates of attendance 28
 10. Degrees or certificates earned
 11. Awards received
 12. Most recent previous educational institution attended
 13. Photograph
 14. Email Address

The College will publish Directory Information, collectively or individually, UNLESS a student notifies the Registrar in writing to the contrary within ten (10) days of the semester in which the initial enrollment is made. If the student makes such notice all directory information will be withheld from publication. Students may file a complaint with the U.S. Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation have not proved satisfactory. Complaints should be addressed to: Director, Family Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. , S.W., Washington, D.C. 20202-4605. Copies of the complete student records policy may be obtained on request from the Registrar.

GARDEN CITY COMMUNITY COLLEGE
Placement Guide



Mandatory Placement Policy

All degree-seeking students or students enrolling in a Math or English course must provide evidence of proficiency prior to enrollment. Only the Vice President for Instructional Services or designee may authorize enrollment in reading, math or writing courses without demonstrated proficiency through the placement methods below.

GCCC has adopted multiple placement measures to help students select the most appropriate English, Reading and Math courses for their educational goals. Students who provide high school transcripts that meet the following requirements are encouraged to use their cumulative high school GPA instead of placement exams.

At GCCC, students have multiple options to demonstrate proficiency for English, Math and Reading; GPA, ACT/SAT and Accuplacer Scores.

Reading

GPA	ACT	SAT	GED language arts	NELSON DENNY	ACCUPLACER Next-Generation	Course Placement
< 2.0-2.49 CUM	0-13	0-350	145-154	4.0-6.9	200-236	READ092 Reading Improvement (ELL section available)
2.5<3.0 CUM or ≥3.0 CUM + <3.0 in Subject	14-17	360-440	155-164	7.0-11.9	237-254	READ093 College Reading
≥3.0 CUM + ≥ 3.0 in Subject or ≥ 3.25 CUM	18-36	450	165+	12.0 –18.0	255-300	College-Level Qualified

Writing

GPA	ACT	SAT	GED language arts	ACCUPLACER Next-Generation	Course Placement
< 2.0-2.49 CUM	0-14	0-360	145-154	200-236	ENGL090 Basic English
2.5<3.0 CUM or ≥3.0 CUM + <3.0 in Subject	15-17	370-420	155-164	237-254	ENGL101 English I plus ENGL098 English I Companion or ENGL0983 English I ELL Companion (<i>plus College-Level Qualified reading score or concurrent enrollment/completion of READ098</i>)
≥3.0 CUM + ≥3.0 in Subject or ≥3.25 CUM	18-36	430	165+	255-300	ENGL101 English I (<i>plus College-Level Qualified reading score or concurrent enrollment/completion of READ098</i>)

Progression in English courses requires a C or higher in the previous course.

Math

—ACCUPLACER Next-Generation—

GPA	ACT	SAT	GED math	Quantitative Reasoning, Algebra & Statistics	Adv Algebra & Functions	Course Placement
<2.0	0-17	240-480		200-236		MATH005 College Math
2.0-2.49 CUM	18-20	490-520	145-154	237-249		MATH006 Beginning Algebra
2.5<3.0 CUM or ≥3.0 CUM + <3.0 in Subject	21	530	155-164	250-262		MATH107 Intermediate Algebra
≥3.0 CUM + ≥ 3.0 in Subject or ≥3.25 CUM	22-23	540	165+	263-300		MATH108 College Algebra
	24-27				243-282	MATH109 Trigonometry <i>or</i> MATH110 Statistics <i>or</i> MATH 120 Precalculus <i>or</i> MATH121 Fundamentals of Calc
	28-36				283-300	MATH122 Calculus & Analytic Geometry I

Progression in math courses requires a C or higher in the previous course. A grade B or higher is required in College Algebra for progression into Fundamentals of Calculus.

Test Administration

Students who wish to take a placement test for additional placement options are welcome to do so. The ACCUPLACER Next-Generation tests are available in the Testing Center, please call 620-276-9654 or email rafaela.arana@gcccks.edu for hours testing is available. All sections are untimed. However, you should allow at least 1½-2 hours to complete the entire battery of tests.

Accuplacer Review

Accuplacer is an untimed, internet-based placement test. GCCC utilizes three tests for course placement. Both the reading and math (Quantitative Reasoning, Algebra & Statistics) tests have 20 questions each. The writing test is comprised of 25 questions. All tests are multiple choice. These Accuplacer tests are also adaptive, which means prior response to each question influences the next question you receive. Therefore, any given tests level of difficulty changes as you take it and the more correct responses you give, the higher your placement score will be.

We encourage you to review prior to taking the Accuplacer. You can download sample questions (PDF documents) at <https://accuplacer.collegeboard.org/student/practice> and/or download the web-based app <https://accuplacerpractice.collegeboard.org/login>.

The web-based study app features practice tests in each test subject and is available through most internet-accessible devices. The app will help you become familiar with the content and format of Accuplacer test questions. The apps sample test questions also explain correct and incorrect responses. You can also save your work at any time and return to it when you want.

TUITION AND FEES

2024-2025 GCCC TUITION & FEES Finney County On Campus					2024-2025 GCCC TUITION & FEES In State Out of County On Campus					2024-2025 GCCC TUITION & FEES Border State Tuition (CO, NE, MO, OK, TX, NM) On Campus				
No. of Hours	Total Tuition	Credit Hour Fee	Total Charge	No. of Hours	No. of Hours	Total Tuition	Credit Hour Fee	Total Charge	No. of Hours	No. of Hours	Total Tuition	Credit Hour Fee	Total Charge	No. of Hours
1	61.00	62.00	123.00	1	1	63.00	62.00	125.00	1	1	77.00	62.00	139.00	1
2	122.00	124.00	246.00	2	2	126.00	124.00	250.00	2	2	154.00	124.00	278.00	2
3	183.00	186.00	369.00	3	3	189.00	186.00	375.00	3	3	231.00	186.00	417.00	3
4	244.00	248.00	492.00	4	4	252.00	248.00	500.00	4	4	308.00	248.00	556.00	4
5	305.00	310.00	615.00	5	5	315.00	310.00	625.00	5	5	385.00	310.00	695.00	5
6	366.00	372.00	738.00	6	6	378.00	372.00	750.00	6	6	462.00	372.00	834.00	6
7	427.00	434.00	861.00	7	7	441.00	434.00	875.00	7	7	539.00	434.00	973.00	7
8	488.00	496.00	984.00	8	8	504.00	496.00	1000.00	8	8	616.00	496.00	1112.00	8
9	549.00	558.00	1107.00	9	9	567.00	558.00	1125.00	9	9	693.00	558.00	1251.00	9
10	610.00	620.00	1230.00	10	10	630.00	620.00	1250.00	10	10	770.00	620.00	1390.00	10
11	671.00	682.00	1353.00	11	11	693.00	682.00	1375.00	11	11	847.00	682.00	1529.00	11
12	732.00	744.00	1476.00	12	12	756.00	744.00	1500.00	12	12	924.00	744.00	1668.00	12
13	793.00	806.00	1599.00	13	13	819.00	806.00	1625.00	13	13	1001.00	806.00	1807.00	13
14	854.00	868.00	1722.00	14	14	882.00	868.00	1750.00	14	14	1078.00	868.00	1946.00	14
15	915.00	930.00	1845.00	15	15	945.00	930.00	1875.00	15	15	1155.00	930.00	2085.00	15
16	976.00	992.00	1968.00	16	16	1008.00	992.00	2000.00	16	16	1232.00	992.00	2224.00	16
17	1037.00	1054.00	2091.00	17	17	1071.00	1054.00	2125.00	17	17	1309.00	1054.00	2363.00	17
18	1098.00	1116.00	2214.00	18	18	1134.00	1116.00	2250.00	18	18	1386.00	1116.00	2502.00	18
19	1159.00	1178.00	2337.00	19	19	1197.00	1178.00	2375.00	19	19	1463.00	1178.00	2641.00	19
20	1220.00	1240.00	2460.00	20	20	1260.00	1240.00	2500.00	20	20	1540.00	1240.00	2780.00	20

2024-2025 GCCC ONLINE TUITION & FEES \$150.00/CH						2024-2025 ONLINE HIGH SCHOOL \$123.00/CREDIT HOUR					
No. of Hours	Total Tuition	Credit Hour Fee	On-Line Course Fee	Total Charge	No. of Hours	No. of Hours	Total Tuition	Credit Hour Fee	On-Line Course Fee	Total Charge	No. of Hours
1	61.00	62.00	27.00	150.00	1	1	61.00	47.00	15.00	123.00	1
2	122.00	124.00	54.00	300.00	2	2	122.00	94.00	30.00	246.00	2
3	183.00	186.00	81.00	450.00	3	3	183.00	141.00	45.00	369.00	3
4	244.00	248.00	108.00	600.00	4	4	244.00	188.00	60.00	492.00	4
5	305.00	310.00	135.00	750.00	5	5	305.00	235.00	75.00	615.00	5
6	366.00	372.00	162.00	900.00	6	6	366.00	282.00	90.00	738.00	6
7	427.00	434.00	189.00	1050.00	7	7	427.00	329.00	105.00	861.00	7
8	488.00	496.00	216.00	1200.00	8	8	488.00	376.00	120.00	984.00	8
9	549.00	558.00	243.00	1350.00	9	9	549.00	423.00	135.00	1107.00	9
10	610.00	620.00	270.00	1500.00	10	10	610.00	470.00	150.00	1230.00	10
11	671.00	682.00	297.00	1650.00	11	11	671.00	517.00	165.00	1353.00	11
12	732.00	744.00	324.00	1800.00	12	12	732.00	564.00	180.00	1476.00	12
13	793.00	806.00	351.00	1950.00	13	13	793.00	611.00	195.00	1599.00	13
14	854.00	868.00	378.00	2100.00	14	14	854.00	658.00	210.00	1722.00	14
15	915.00	930.00	405.00	2250.00	15	15	915.00	705.00	225.00	1845.00	15
16	976.00	992.00	432.00	2400.00	16	16	976.00	752.00	240.00	1968.00	16
17	1037.00	1054.00	459.00	2550.00	17	17	1037.00	799.00	255.00	2091.00	17
18	1098.00	1116.00	486.00	2700.00	18	18	1098.00	846.00	270.00	2214.00	18
19	1159.00	1178.00	513.00	2850.00	19	19	1159.00	893.00	285.00	2337.00	19
20	1220.00	1240.00	540.00	3000.00	20	20	1220.00	940.00	300.00	2460.00	20

FORMS

There are several forms associated with the EDGE program. These forms are briefly explained below and a copy of each follows.

Application for Enrollment/High School Permission – This form is completed when students select classes for the semester. Kansas state statute requires that high school students enrolling in classes for college credit be of at least sophomore, junior or senior status and have the permission of their high school principal to enroll (see Kansas Legislative Guidelines in this handbook). GCCC additionally requires the student's signature and permission of the student's high school counselor and a parent.

Drop/Add – This form is used by students who need to adjust their schedules. If students decide to drop their EDGE classes, they must complete this form and return it to GCCC. Otherwise, they will receive a grade of "F" for the course(s).

Transcript Request – Students who wish to have an official copy of their GCCC transcript (including their EDGE courses listed by GCCC title, course number, credit hour and grade) sent to another college or university must complete this form. Without the transcript, other colleges and universities cannot accept the transfer of EDGE credits.

Contract for an Incomplete Grade – At the end of each semester, GCCC faculty are required to submit a Final Grade Roster. If a student has been unable to complete all requirements for valid reasons, the instructor can submit this form with the Final Grade Roster. The Contract is to be signed by both the student and the instructor.

Grade Change – Should faculty discover a mistake in the final grade given to a student, they must complete this form and return it to GCCC so the correct grade can be recorded. If a grade of Incomplete has been given, this form is used to record the final grade.

Payment Arrangement – Since EDGE students usually complete their enrollment from a satellite location, we ask that each one complete the Arrangement for Payment of Unpaid Obligations. Completed with the assistance of your Outreach Site Coordinator, this form explains the financial obligations of enrolling in GCCC classes.

GCCC Student Tuition and Fees Refund Policy – Commonly referred to as the "Fact Sheet," the GCCC Student Tuition and Fees Refund Policy explains the facts about tuition payment, refunds, and the refund appeal procedure. Students are asked to read and sign this document each semester.

Copies of these forms are available through GCCC or your local Outreach Site Coordinator.



Garden City Community College

High School Concurrent/Dual-Credit Enrollment Application

☐ **NEW STUDENT**

☐ **RETURNING STUDENT**

Semester/Year: FALL 20____ SPRING 20____ SUMMER 20____

GRADE LEVEL: ☐ SOPHOMORE ☐ JUNIOR ☐ SENIOR ☐ OTHER_____

GENDER: ☐ M ☐ F

High School Site:

Anticipated Graduation Month/Year: _____

☐ Deerfield
☐ Lakin

☐ Dighton
☐ Leoti

☐ Garden City
☐ Scott City

☐ Healy
☐ Syracuse

☐ Holcomb
☐ Tribune

APPLICANT INFORMATION:

DATE: _____ GCCC ID or SOCIAL SECURITY NUMBER: _____ DATE of BIRTH: _____

LEGAL NAME: _____
Last Name First Name MI

PERMANENT ADDRESS: _____
NO. & Street PO Box City State & Zip

PRIMARY PHONE: _____ IS THIS A CELL PHONE? ☐ YES ☐ NO ☐ NO TEXTS PLEASE

EMAIL ADDRESS: _____

DATA USED FOR OPTIONAL STATISTICAL INFORMATION ONLY:

Are you Hispanic or Latino? ☐ YES ☐ NO RACE: ☐ African American or Black ☐ American Indian or Alaska Native ☐ Asian
☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Other _____

RESIDENCY INFORMATION:

Are you a U.S. Citizen**?: ☐ YES ☐ NO If NO, what is your status? _____ Resident Alien Card No. _____
**Citizenship is used to determine tuition rate.

Kansas Resident: ☐ YES ☐ NO County: _____ Six (6) months prior to enrollment: ☐ YES ☐ NO

Previous State: _____ Date Kansas Residency began: _____

COURSE REGISTRATION:

I wish to enroll in the following courses at GCCC:

Course	Section No.	Title	Instructor	Credit Hours
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- ☐ I have taken the ACCUPLACER test and I am recommended for the GCCC course(s) above.
☐ The ACCUPLACER test is not required for the GCCC course(s) above.

Applicant's signature for Enrollment and Residence Certification-Upon signing this form, I understand and agree to the policies and procedures of Garden City Community College. I understand withholding information requested on this form, or giving false information may make me ineligible for enrollment or continuation at Garden City Community College. I certify that all the statements on this application are correct and complete. I agree to abide by the rules and regulations of the College. The College reserves the right to refuse release of student's transcript or degree for failure to comply with enrollment requirements or to pay accounts due at the College.

STUDENT SIGNATURE

DATE

ADVISOR SIGNATURE

DATE

SECTION 1>>>>PARENT PERMISSIONS

***I agree to allow this student to take the Garden City Community Courses listed.

Parent/Guardian Signature

Date

***I agree to a release of information regarding participation in the Federal Free-Reduced Lunch program. I understand that this information will be used to possibly qualify this student for tuition and credit fee waivers at GCCC and that any course fees will be charged to the student.

Parent/Guardian Signature

Date

SECTION 2>>>>STUDENT STATUS, PRINCIPAL VERIFICATION – Please complete the section that applies

***I hereby certify that the above-named student is enrolled in at least grade 10 at _____ high school and is recommended for enrollment in college courses as authorized by the Kansas board of regents and the cooperative agreement between U.S.D _____ and Garden City Community College.

High School Principal Signature

Date

***I hereby certify that the above-named student is currently enrolled in grade 9 at _____ high school, has been specifically staffed as "gifted," and is recommended for enrollment in college courses at Garden City Community College. **A copy of the student's Individual Education Plan (IEP) is attached hereto and made a part of this authorization.**

High School Principal Signature

Date

SECTION 3>>>>FREE-REDUCED LUNCH STATUS

The above-named student meets the qualifying Federal Free-Reduced lunch criteria. YES _____ NO _____

Counselor/Federal Program Liaison Signature

Date

SOCIAL SECURITY NUMBER NOTICE

In accordance with Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security numbers to Admissions is voluntary. Students are notified however that according to federal regulations, the Social Security number is the only identifier for grants and/or financial assistance including the 1098T tax credits. The student's Social Security number will not be disclosed to individuals or agencies outside Garden City Community College except in accordance with institutional policy on student records.

ADA/EQUAL ACCESS

Garden City Community College is complying with the Americans with Disabilities Act and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or those who need special accommodations, should contact Joy Lehman, Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638, accommodations@gcccs.edu.

TITLE IX NON-DISCRIMINATION/ ANTI-HARASSMENT/ EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, pregnancy, age, disability, height, weight, marital status, sexual orientation, genetic information or other non-merit reasons, or handicap, nor will sexual harassment or retaliation be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation, or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. The Title IX Coordinator oversees the college's efforts to comply with Title IX. Students, faculty and staff concerned about the above should contact Kallee Munoz, Title IX Coordinator, (620)-276-9574, compliance@gcccs.edu, 801 Campus Drive, Garden City, Kansas, 67846 or Alexis Saenz, Director of Human Resources, (620) 276-0362, alexis.saenz@gcccs.edu, 801 Campus Dr., Garden City, KS 67846.

Agreement for Payment of Unpaid Obligations for Outreach Classes

Any student who enrolls at Garden City Community College is encouraged to pay all financial obligations in full when completing their enrollment process. However, in those situations that warrant such action, payment plans are available through the students Self-Service. All bills must be paid in full, or students must be signed up and current on a payment plan before any additional enrollments will be processed.

Student's Name

Address

City, State, Zip

Social Security Number

Phone Number

STUDENT FINANCIAL RESPONSIBILITY: I understand when I register for any class or receive any services from Garden City Community College, I accept full responsibility and agree to pay for all associated costs assessed as a result of my registrations and/or receipt of services. I further understand and agree that my registration and/or receipt of services, and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. 523 (a)(8) in which Garden City Community College is providing me educational and associated services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees, and other associated costs by the published or assigned due date. I understand in the event action is required to collect payment herein, I further agree to pay the associated costs of collection agency fees up to the State of Kansas maximum fee of 15% of the unpaid debt after default or attorney fees for collecting outstanding debt.

STUDENT SIGNATURE _____ **DATE** _____

Parent Financial Responsibility (If student is a Minor)

PAYMENT OF FEES/PROMISE TO PAY: I understand and agree to the Student Financial Responsibility. I accept full responsibility for payment of tuition, fees, and other charges assessed as a result of my student's registration, and/or receipt of services. I understand that, regardless of any expected reliance on any third-party resources, I remain personally and solely responsible for paying any and all outstanding balances.

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____

Address: _____

Phone Number: _____ Social Security Number _____

Relationship to Student: _____



GARDEN CITY COMMUNITY COLLEGE
Tuition and Fees Refund Policy/Student Financial Agreement
Effective Spring 2019

Tuition and Fee Refunds

Students may be eligible for refunds upon filing a "Change of Schedule" form in the Registrar's Office within the refund periods outlined below.

Refunds are calculated based on the day the official withdrawal is filed in the Registrar's Office (in person, by fax or by postmark date), not when the student stopped attending class. **(Failure to attend or ceasing to attend a class does not constitute an official withdrawal.)**

If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class.

If a student withdraws from a class after the refund period and simultaneously adds a class, including section and/or level changes, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class.

If an enrolled student is called to active military duty, full tuition will be refunded. Fees are not refundable if the activated date is beyond the published refund date.

Students receiving Federal Financial Aid who completely withdraw from Garden City Community College are also subject to a Return of Title IV fund calculation.

No-Show Fee

Students who do not attend Face-to-Face or Hybrid classes within the first two (2) scheduled class meetings will be dropped as a No-Show (for non-attendance) and will be assessed a \$50 No-Show fee for each class not attended. Students must login and complete an assignment prior to the refund date for Online classes. Students who do not login and complete an assignment will be dropped as a No-Show (for non-attendance) and will be assessed a \$50 per course no-show fee.

100% Refund Periods - (also applies to Evening and Outreach classes):

• 12 or More Week Classes

Students who officially withdraw are entitled to a full refund of tuition and fees through the **second Friday** after the start of class. No refund on tuition and/or fees is given after this date and the student is responsible for the total tuition and fees incurred.

• 8 -11 Week Classes

The 100% refund period for 8-11 week classes is the **second Friday** after the start of class.

• 6 - 7 Week Classes

The 100% refund period for a 6-7 week class is **prior** to the **fifth calendar day** after the start of the class.

• 2 - 5 Week Classes

The 100% refund period for a 2-5 week class is **prior** to the **third calendar day** after the start of the class.

• 1 Week Classes

The 100% refund period for a 1 week class is **prior** to the start of the class.

Refund Appeal Procedure

Students wishing to appeal their refund must complete a "Refund Appeal Request" form and return it with appropriate documentation to the Business Office **within one week** of the official withdrawal being filed in the Registrar's Office (in person, by fax or by postmark date).

Ruling on the appeal will be determined by a committee consisting of representatives from the Business Office, Student Services and Instructional Services.

The Business Office will notify the student, in writing, of the committee's decision.

I understand when I register for any class or receive any services from Garden City Community College (including but not limited to: tuition and fees, room and board, textbooks, supplies, etc.) I accept full responsibility and agree to pay for all associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and/or receipt of services, and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Garden City Community College is providing me educational and associated services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees, housing, and other associated costs by the published or assigned due date.

I understand in the event action is required to collect payment herein, I further agree to pay the associated costs of collection agency fees up to the State of Kansas maximum fee of 15% of the unpaid debt after default or attorney fees for collecting outstanding debt.

Student Signature _____ Date _____ Student ID # _____



**CHANGE OF SCHEDULE
GARDEN CITY COMMUNITY COLLEGE**

White Copy: Registrar
Yellow Copy: Business Office

Student Name Local Phone #
Last First
Student I.D. # Social Security #

SEMESTER

☐ Fall 20
☐ Spring
☐ Summer

ADD

Course No.	Sec.	Course Title	Sem. Hrs.	Instructor's Signature	Time	Room	Day

DROP

Course No.	Sec.	Course Title	Sem. Hrs.	Instructor's Signature	Time	Room	Day

Date With above change(s), my current enrollment totals hours.

Student's Signature Advisor's Signature

Note: Dropping and adding classes after published dates will result in full obligation for classes dropped and added. For students who are receiving financial aid or scholarship assistance **AND** are dropping below 12 hours, signatures (approval) from the Financial Aid Office and the Scholarship Sponsor are **required**.
WHITE/YELLOW COPIES MUST BE FORWARDED TO THE REGISTRAR'S OFFICE.

5/13

Registrar's Office

**Garden City Community College
TRANSCRIPT REQUEST**

801 Campus Drive,
Garden City, KS 67846

Student's Signature Date
(required by Federal Law)

Transcript fees: Mail or Pick Up - \$5.00 ea. FAX - \$5.00 **ALL FEES ARE PAYABLE IN ADVANCE** **TRANSCRIPTS WILL NOT BE ISSUED IF ANY FINANCIAL H**

Social Security Number GCCC Student I.D. # Date of Birth

Phone No. Name/s used previously by student

- | | |
|---|---|
| ☐ Currently Enrolled | ☐ Send transcript NOW/Before semester grades |
| ☐ Not Currently Enrolled (Attended from <u> </u> to <u> </u>) | ☐ After semester grades |
| | ☐ After degree statement is on record |
| | ☐ Will pick up |

FILL OUT SEPARATE FORM FOR EACH ADDRESS

Send copies to:
(list person or mailing
department and complete
mailing address)

Enter **YOUR ADDRESS BELOW IF**
address to left is not your own

Name
Street
City St Zip
E-mail Address

(print legibly - mailing label)
white-mailing copy yellow-registrar's copy pink-student copy

Offit
Amt.
☐ ca
Proc

